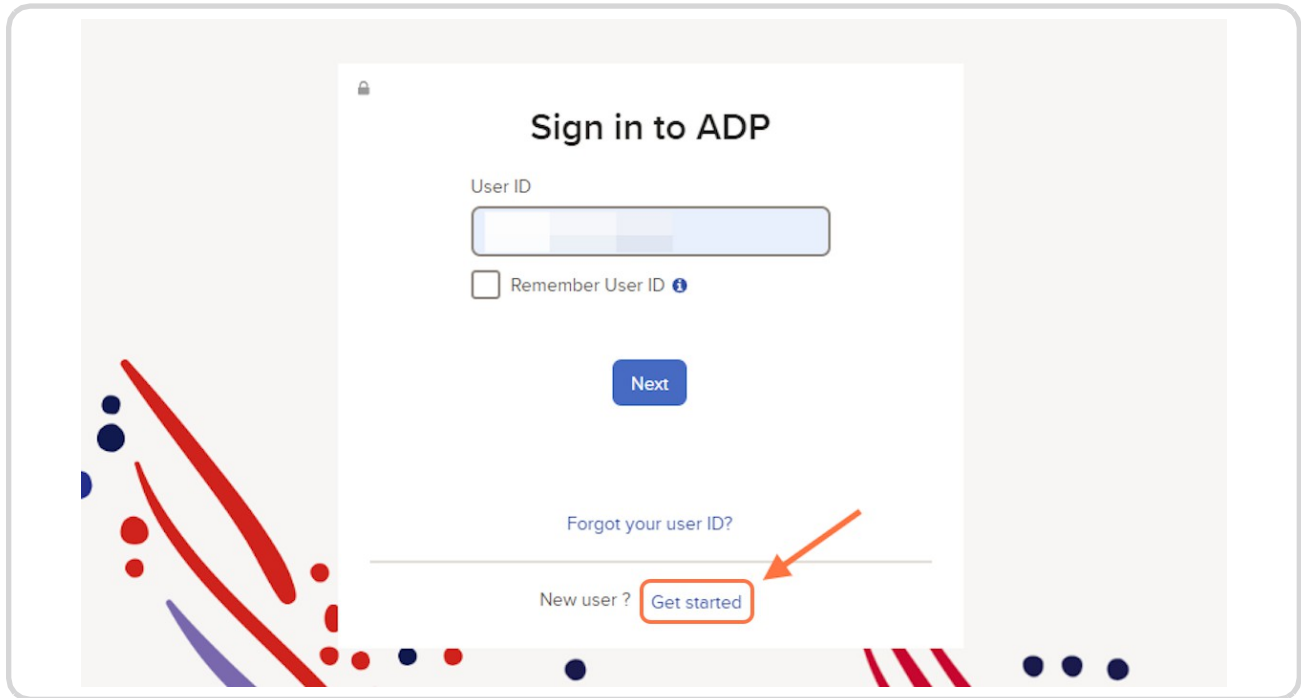


How to Access Your W2 in ADP

Step by step instructions on how to register for your ADP account to access your 2023 W2

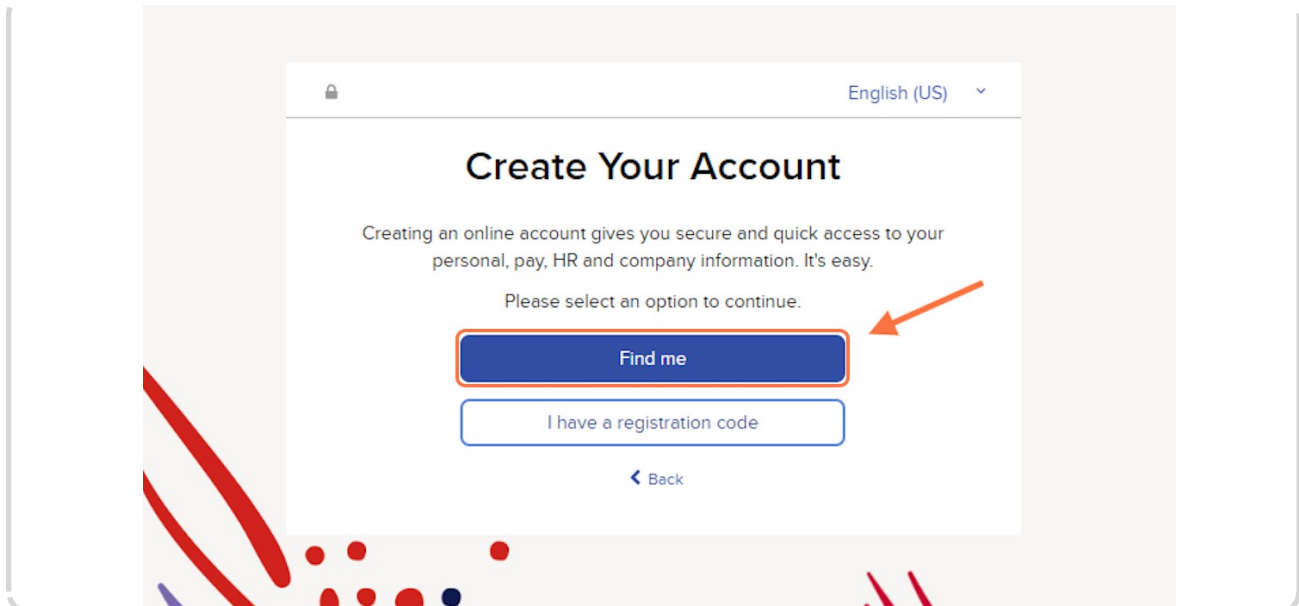
STEP 1

Navigate to my.adp.com and click on the 'Get started' hyperlink



STEP 2

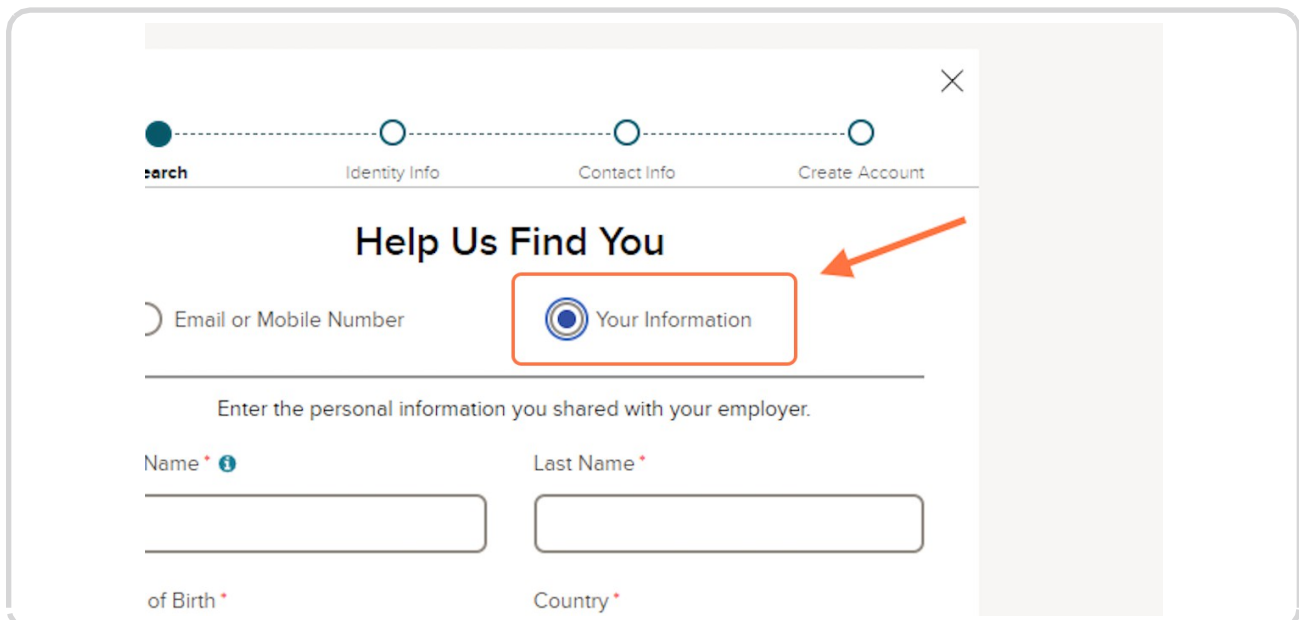
Click on the 'Find me' button



STEP 3

Click on the radio button for 'Your Information'

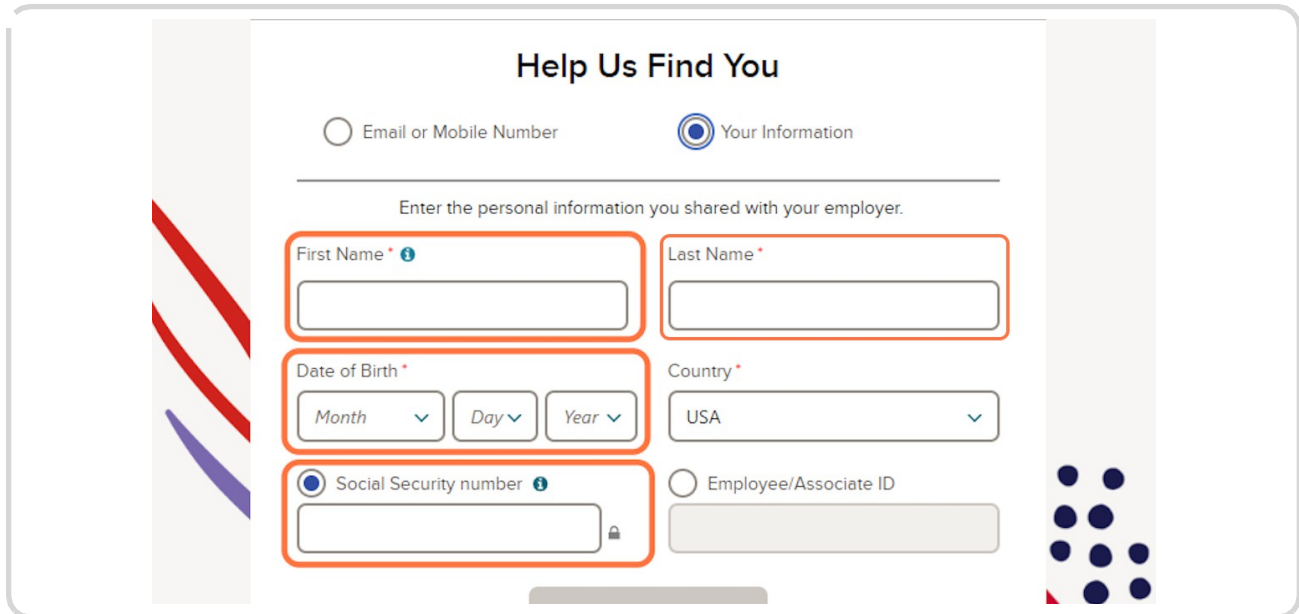
We will not be using the Email or Mobile Number option for this step



STEP 4

Enter your First Name, Last Name, Date of Birth, and SSN - Do not select the option for Employee/Associate ID

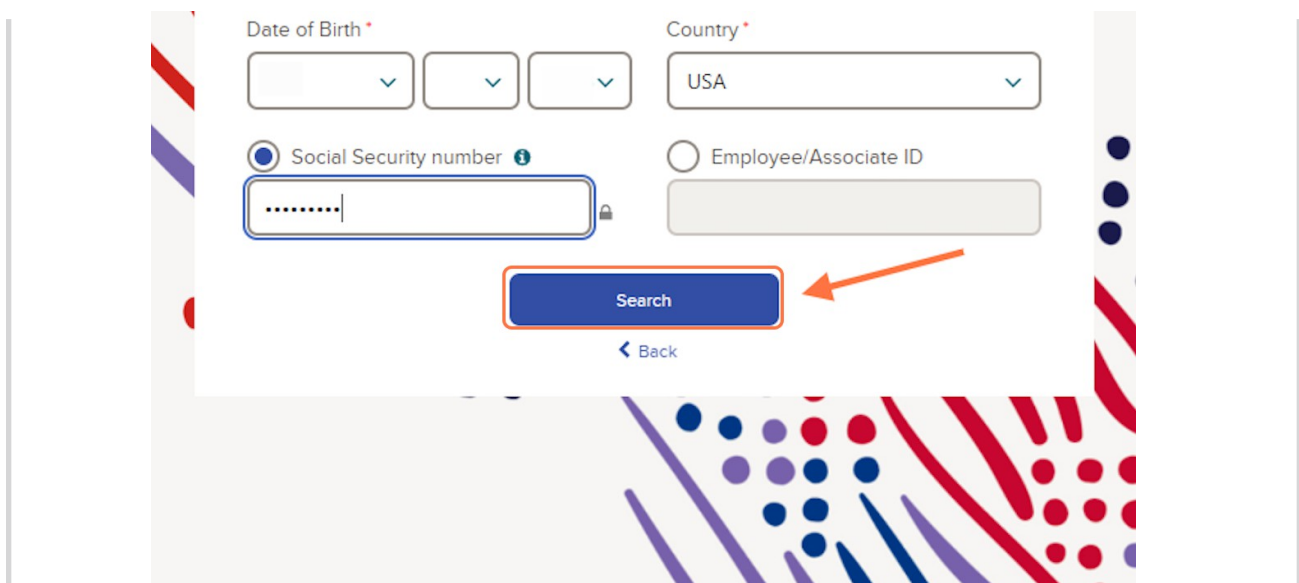
If you are unsure of how we have your government name listed in the system, please reach out to employee2@mau.com



The screenshot shows a mobile application interface titled "Help Us Find You". At the top, there are two radio buttons: "Email or Mobile Number" (unselected) and "Your Information" (selected). Below this, a horizontal line separates the header from the main form area. The instruction "Enter the personal information you shared with your employer." is centered. The form contains several fields: "First Name" and "Last Name" (text inputs, highlighted with orange boxes); "Date of Birth" (three dropdown menus for Month, Day, and Year, highlighted with orange boxes); "Country" (a dropdown menu showing "USA", highlighted with orange boxes); "Social Security number" (a text input with a lock icon, highlighted with orange boxes and selected with a blue radio button); and "Employee/Associate ID" (a text input, unselected with a radio button). The background features decorative red and blue curved lines on the left and a pattern of blue dots on the right.

STEP 5

Click on the 'Search' button

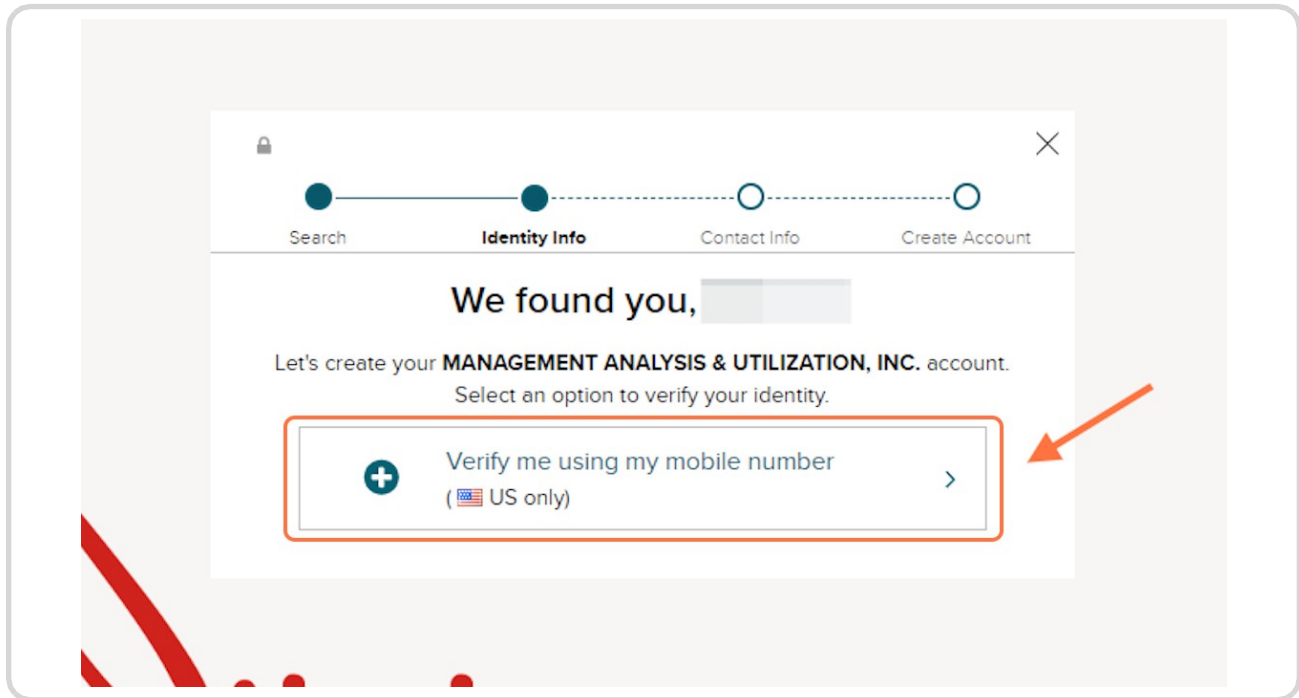


This screenshot is a close-up of the bottom portion of the form from Step 4. It shows the "Date of Birth" dropdowns, the "Country" dropdown (set to "USA"), the "Social Security number" field (with a lock icon and a blue border), and the "Employee/Associate ID" field. Below these fields is a blue "Search" button with white text, which is highlighted with an orange box and pointed to by an orange arrow. A "Back" button with a left-pointing arrow is located directly below the "Search" button. The decorative background elements from the previous screenshot are visible at the bottom.

STEP 6

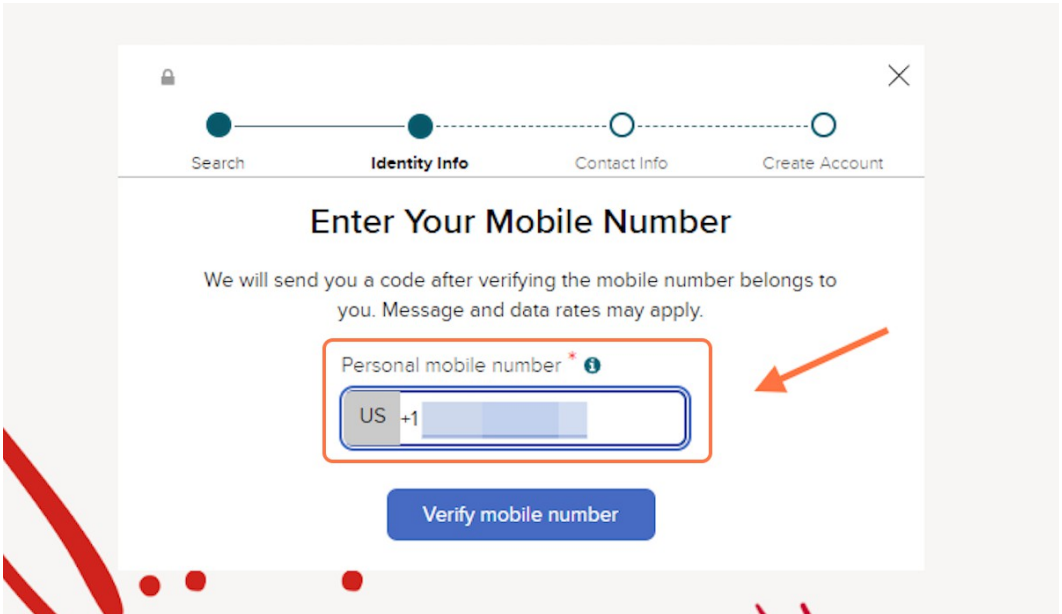
Click on the option to "Verify me using my mobile number"

If you get stuck on this step due to any issues with a mobile number, please contact employeeW2@mau.com



STEP 7

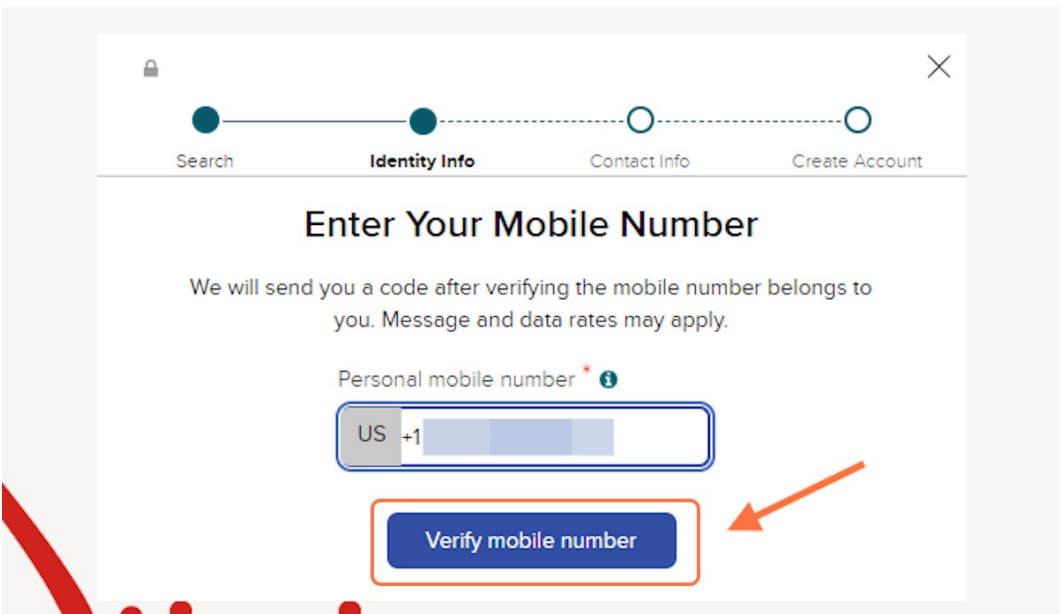
Type your mobile number



A screenshot of a mobile application interface. At the top, there is a progress bar with four steps: 'Search', 'Identity Info', 'Contact Info', and 'Create Account'. The 'Identity Info' step is currently active. Below the progress bar, the title 'Enter Your Mobile Number' is displayed. Underneath the title, a message reads: 'We will send you a code after verifying the mobile number belongs to you. Message and data rates may apply.' A text input field is labeled 'Personal mobile number' with a red asterisk and an information icon. The input field contains 'US +1' followed by a blurred area representing the rest of the number. Below the input field is a blue button labeled 'Verify mobile number'. An orange arrow points to the input field, and a red arrow points to the 'Verify mobile number' button.

STEP 8

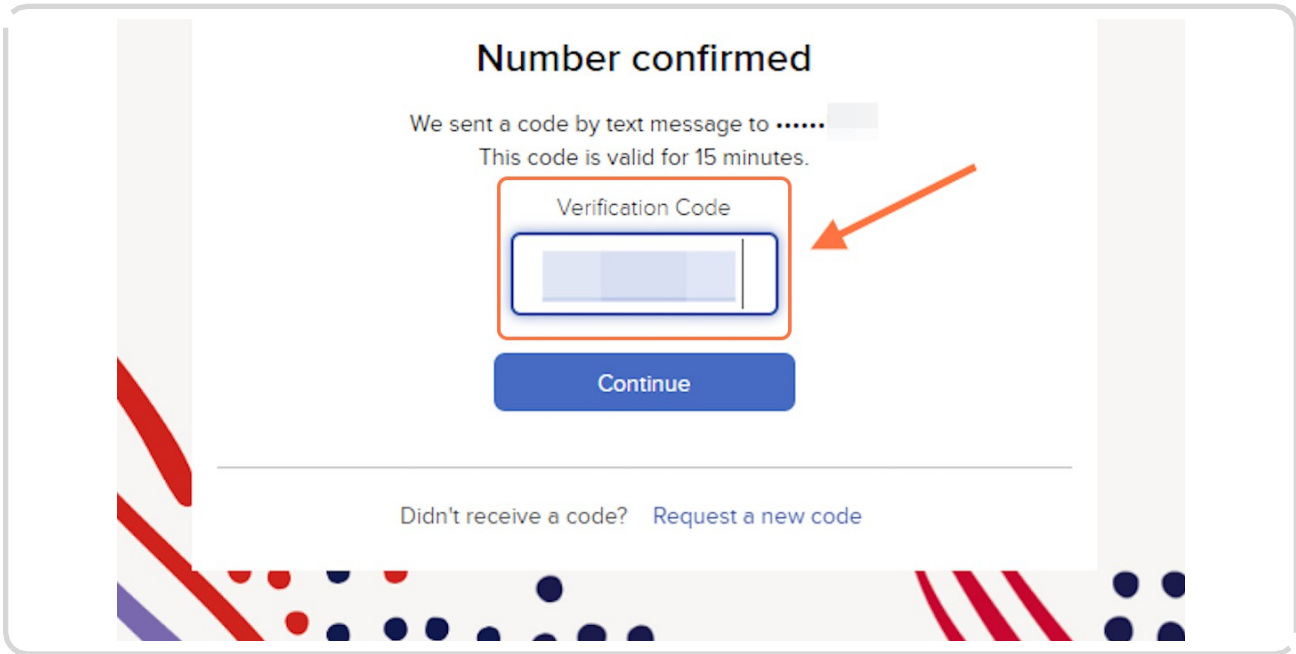
Click on the 'Verify mobile number' button



A screenshot of the same mobile application interface as in Step 7. The 'Verify mobile number' button is now highlighted with a red box, and an orange arrow points to it. The rest of the screen, including the progress bar, title, and input field, remains the same.

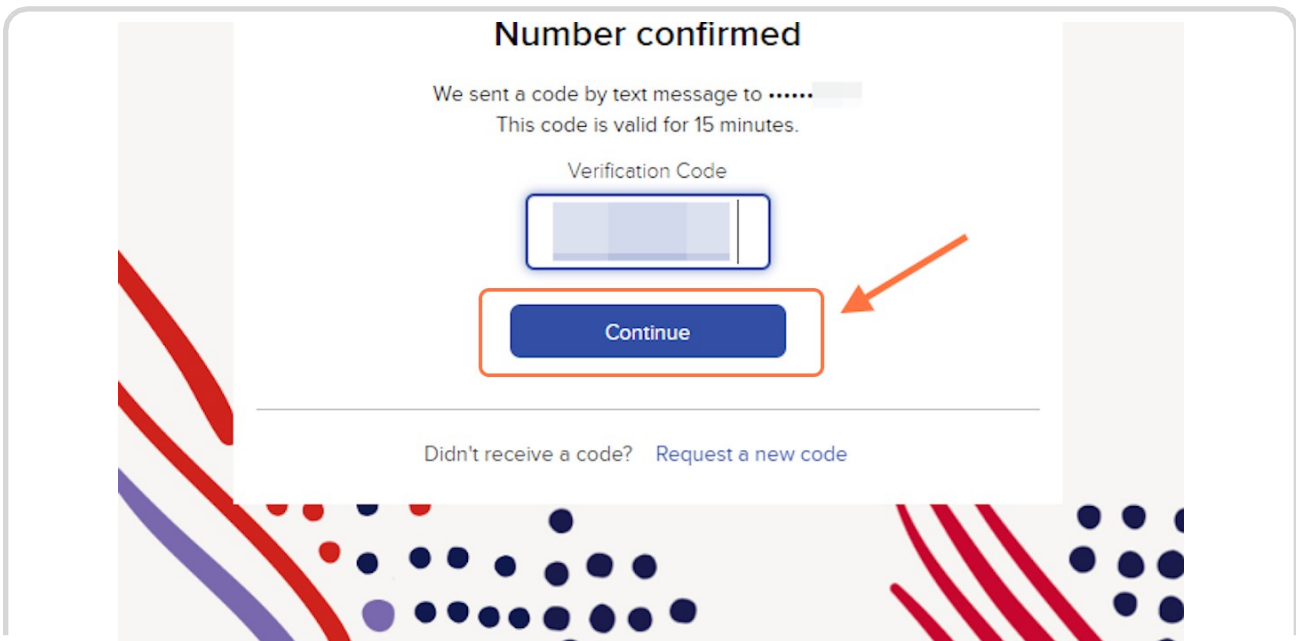
STEP 9

You will receive a verification code to your mobile device, type the number you receive in this box



STEP 10

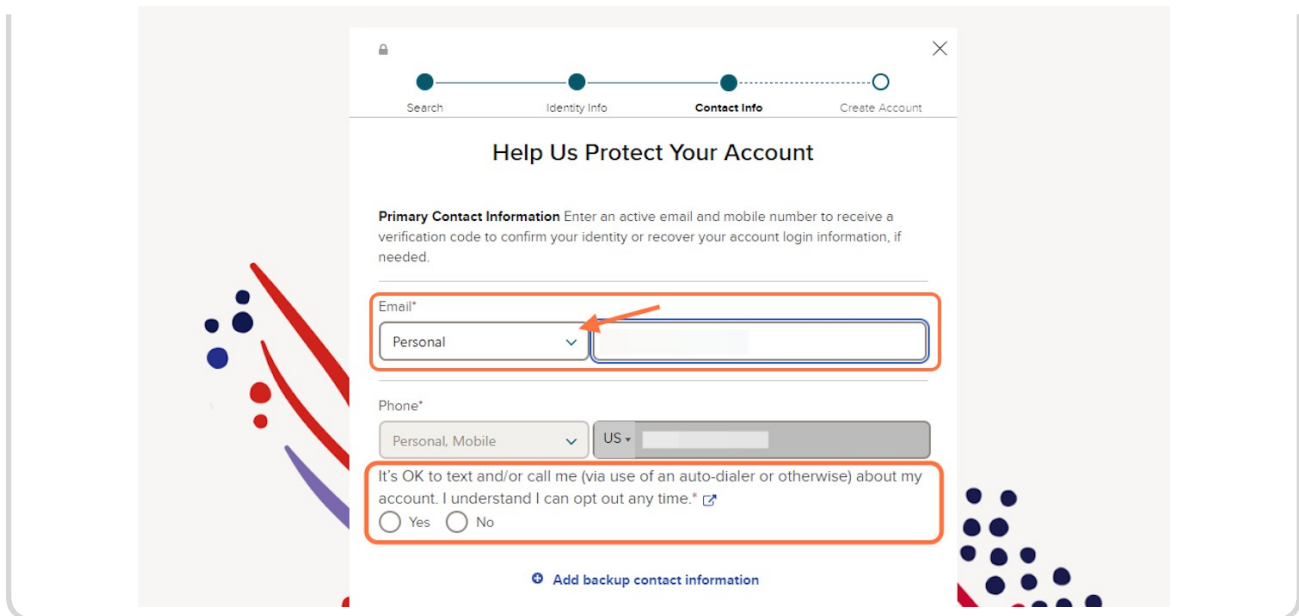
Click on 'Continue'



STEP 11

Fill out your email address and answer the communication consent Question

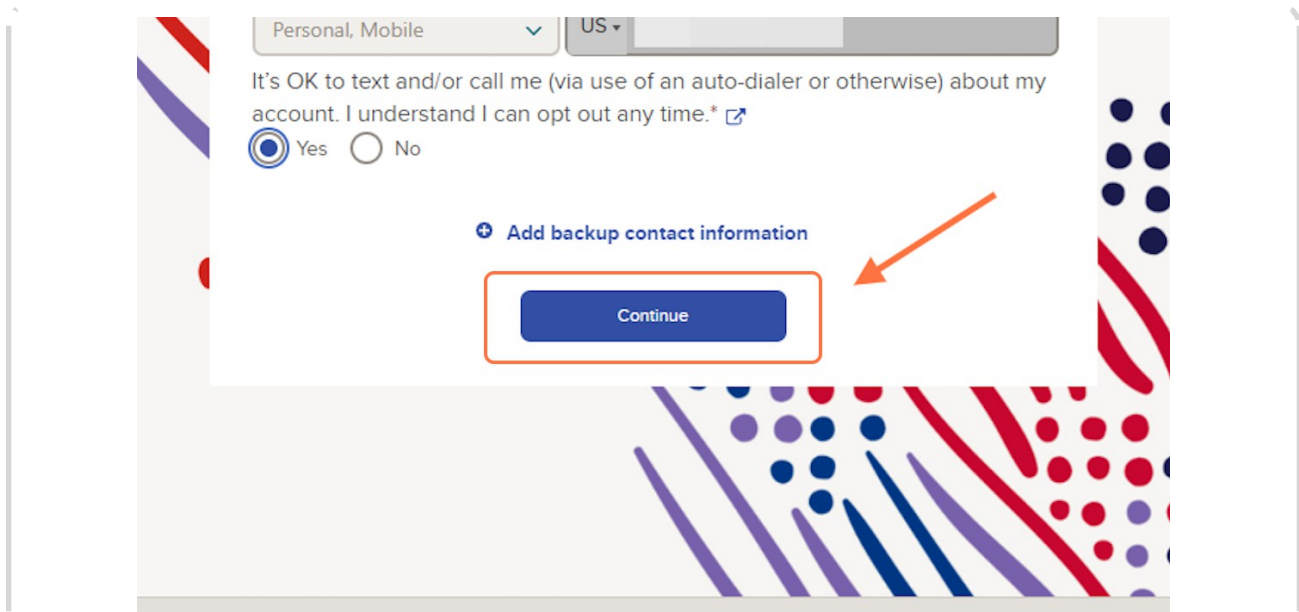
We recommend clicking the drop down to select the option for your Personal email instead of using your work email



The screenshot shows a mobile application interface for account creation. At the top, a progress bar indicates four steps: Search, Identity Info, Contact Info (current step), and Create Account. The main heading is "Help Us Protect Your Account". Below this, a section titled "Primary Contact Information" explains that an active email and mobile number are needed for verification. The form includes an "Email*" field with a dropdown menu currently set to "Personal" and an empty text input field. Below that is a "Phone*" field with a dropdown menu set to "Personal, Mobile" and a country dropdown set to "US". A consent question follows: "It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.*" with radio buttons for "Yes" and "No". At the bottom, there is a link to "Add backup contact information" and a blue "Continue" button.

STEP 12

Click on 'Continue'

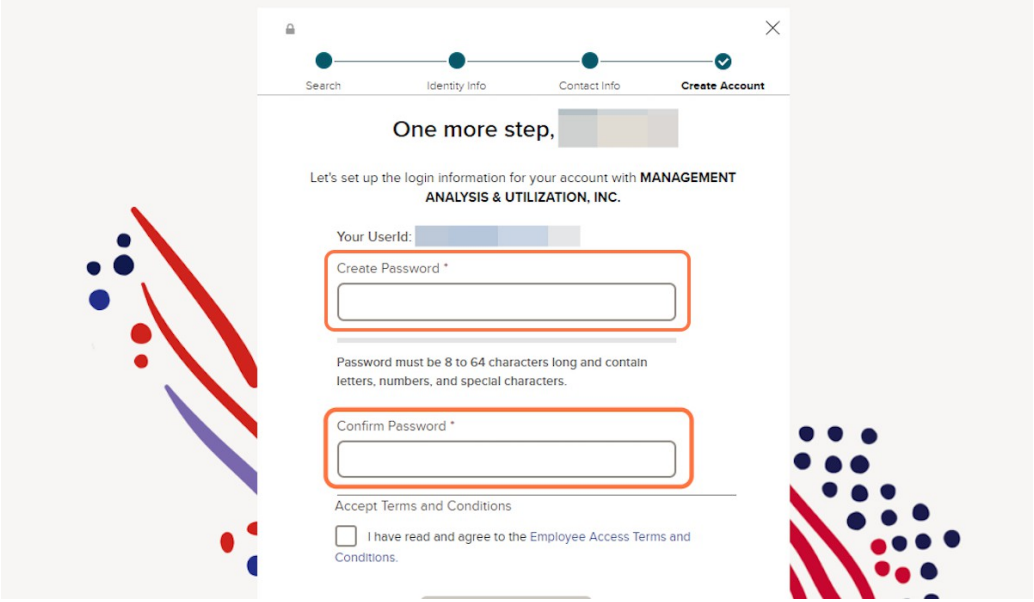


This close-up screenshot focuses on the bottom half of the form. It shows the "Phone*" field with "Personal, Mobile" selected and the "US" country dropdown. Below the phone field is the consent question: "It's OK to text and/or call me (via use of an auto-dialer or otherwise) about my account. I understand I can opt out any time.*" The "Yes" radio button is selected. Below the consent question is a link to "Add backup contact information" and a blue "Continue" button. An orange arrow points to the "Continue" button.

STEP 13

Create and confirm your password for your account

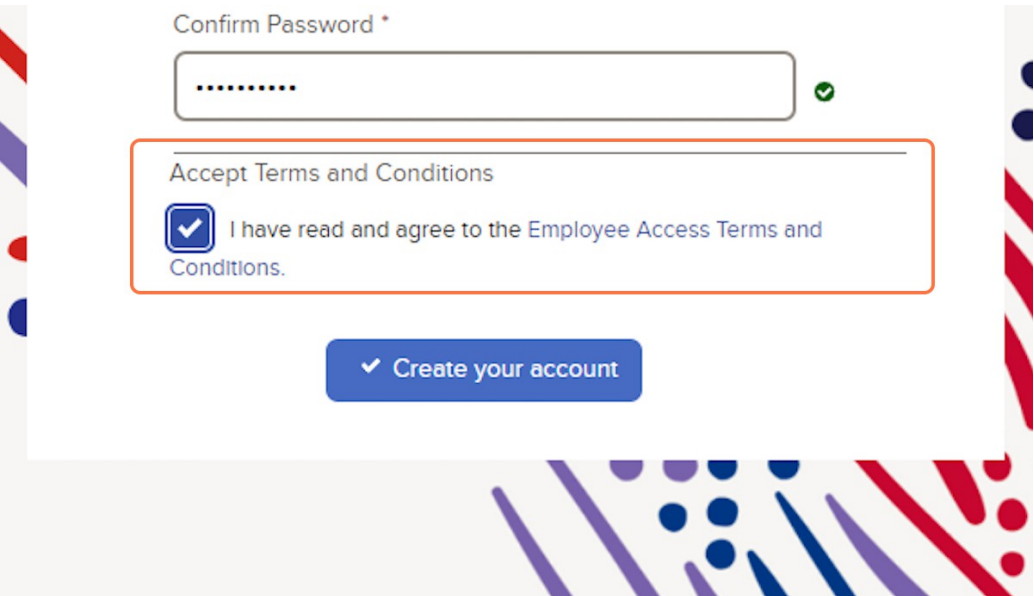
ADP will automatically create a username for you and send a copy of this to the email you entered in the previous screen



The screenshot shows a mobile application interface for account creation. At the top, a progress bar indicates four steps: Search, Identity Info, Contact Info, and Create Account (which is currently active and marked with a checkmark). Below the progress bar, the text reads "One more step," followed by a blurred area. The main heading is "Let's set up the login information for your account with MANAGEMENT ANALYSIS & UTILIZATION, INC." Below this, the "Your UserId:" field is blurred. The "Create Password *" field is highlighted with an orange border. Below it, a note states: "Password must be 8 to 64 characters long and contain letters, numbers, and special characters." The "Confirm Password *" field is also highlighted with an orange border. At the bottom, there is a checkbox labeled "Accept Terms and Conditions" with the text "I have read and agree to the Employee Access Terms and Conditions." The background features a decorative pattern of red, white, and blue stripes and dots.

STEP 14

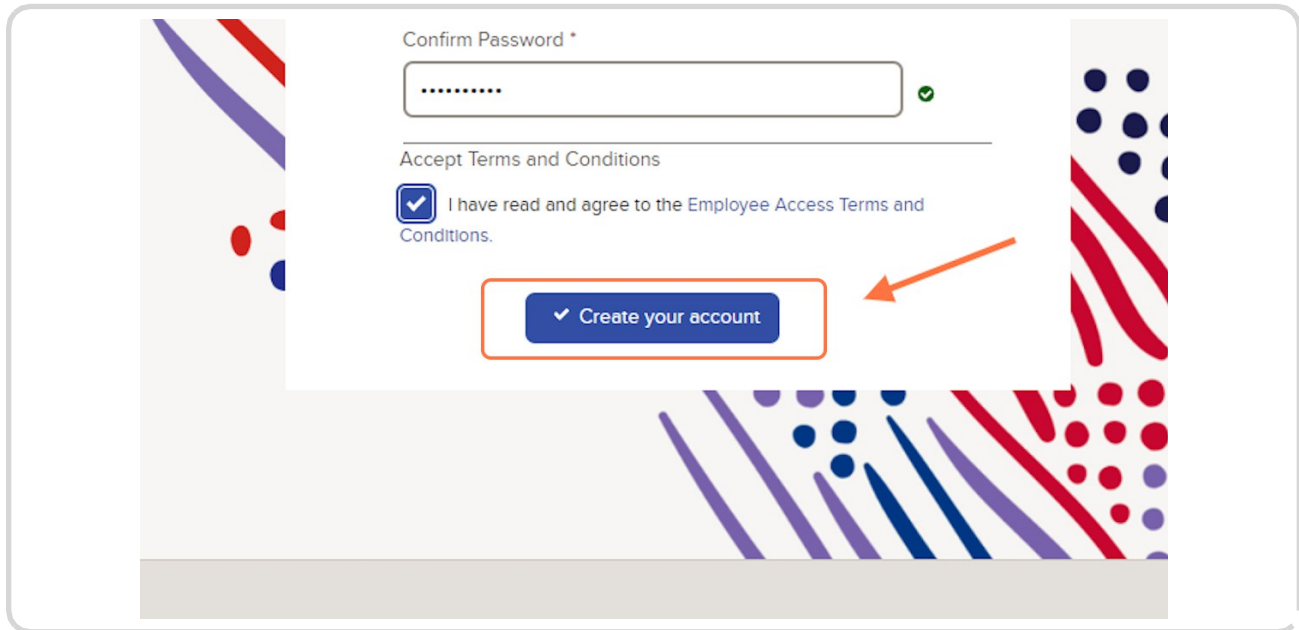
Select the checkbox to agree to the Terms and Conditions



The screenshot shows the same mobile application interface as in Step 13, but now the "Confirm Password *" field is filled with dots and has a green checkmark to its right. The "Accept Terms and Conditions" section is highlighted with an orange border. The checkbox is now checked, and the text "I have read and agree to the Employee Access Terms and Conditions." is visible. Below this, there is a blue button with a white checkmark and the text "Create your account". The background features the same decorative pattern of red, white, and blue stripes and dots.

STEP 15

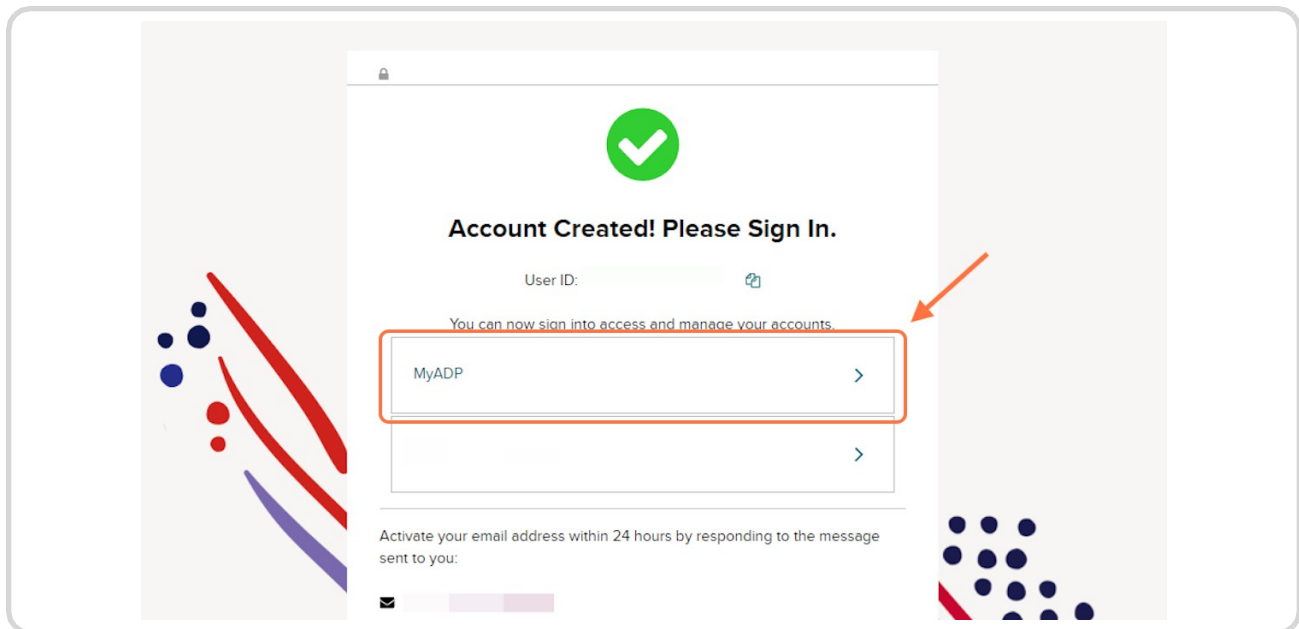
Click on 'Create your account'



STEP 16

Once you've successfully created your account, click on the option for jyADP

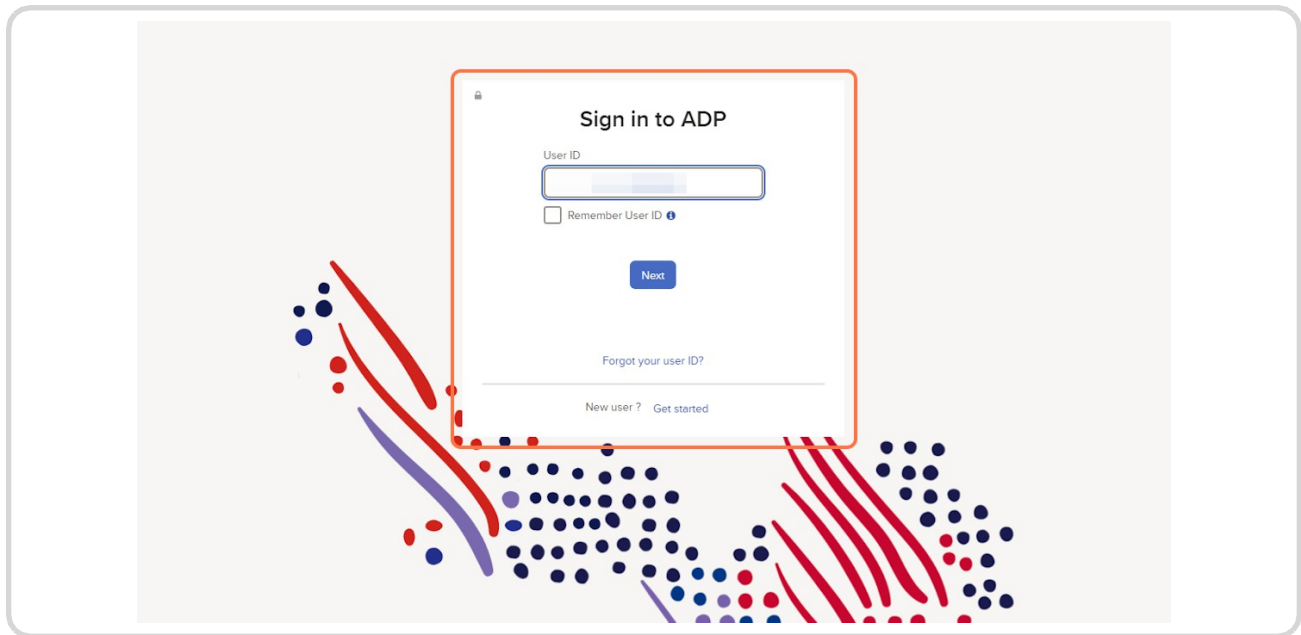
You might have additional options listed here, but your W2 lives in the MyADP portal



STEP 17

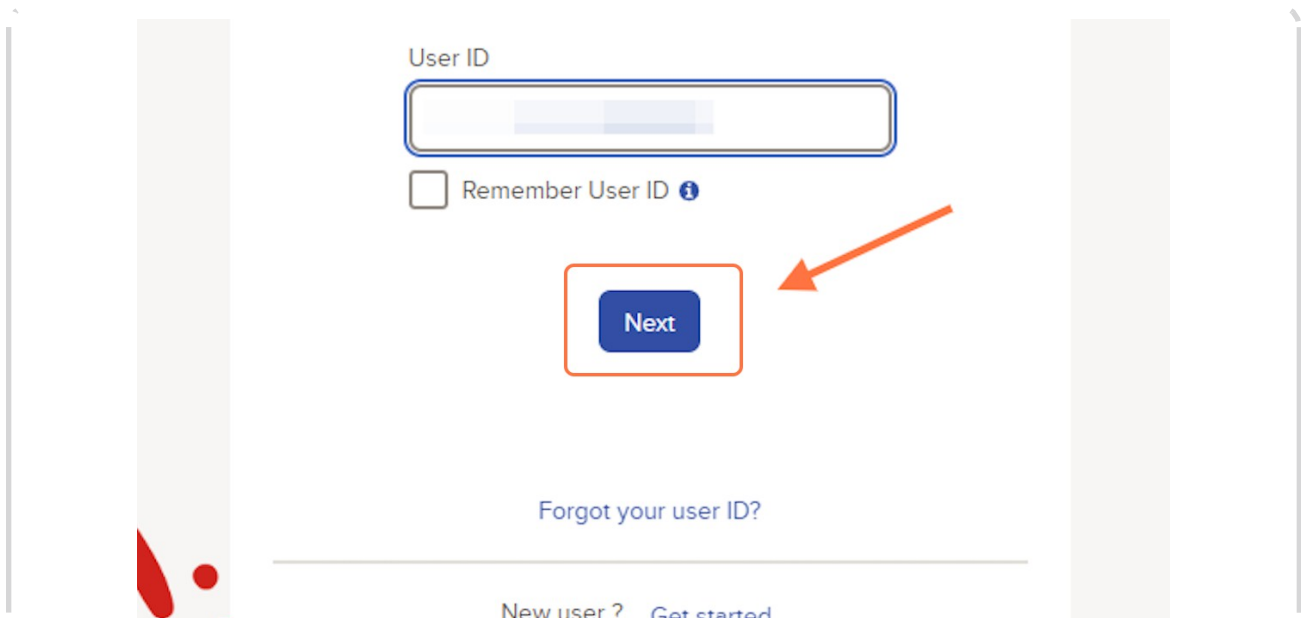
Sign into jyADP

The username that ADP has created for you should automatically populate in the User ID field



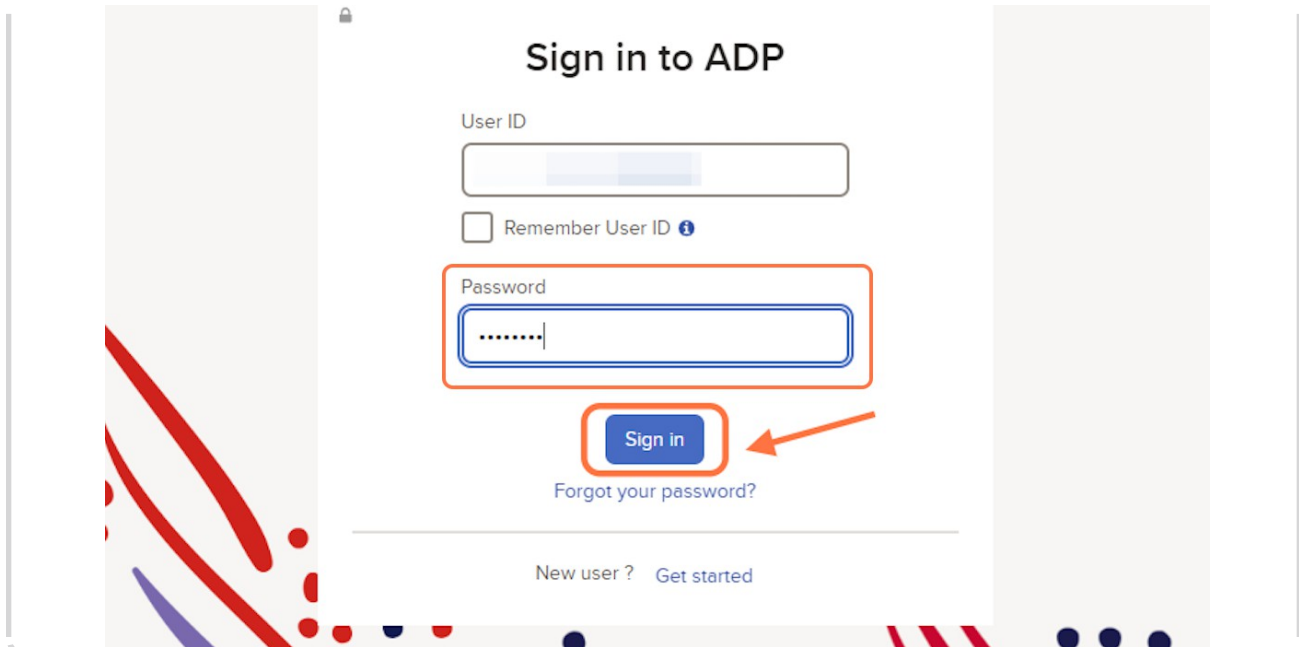
STEP 18

Click on 'NeOt'



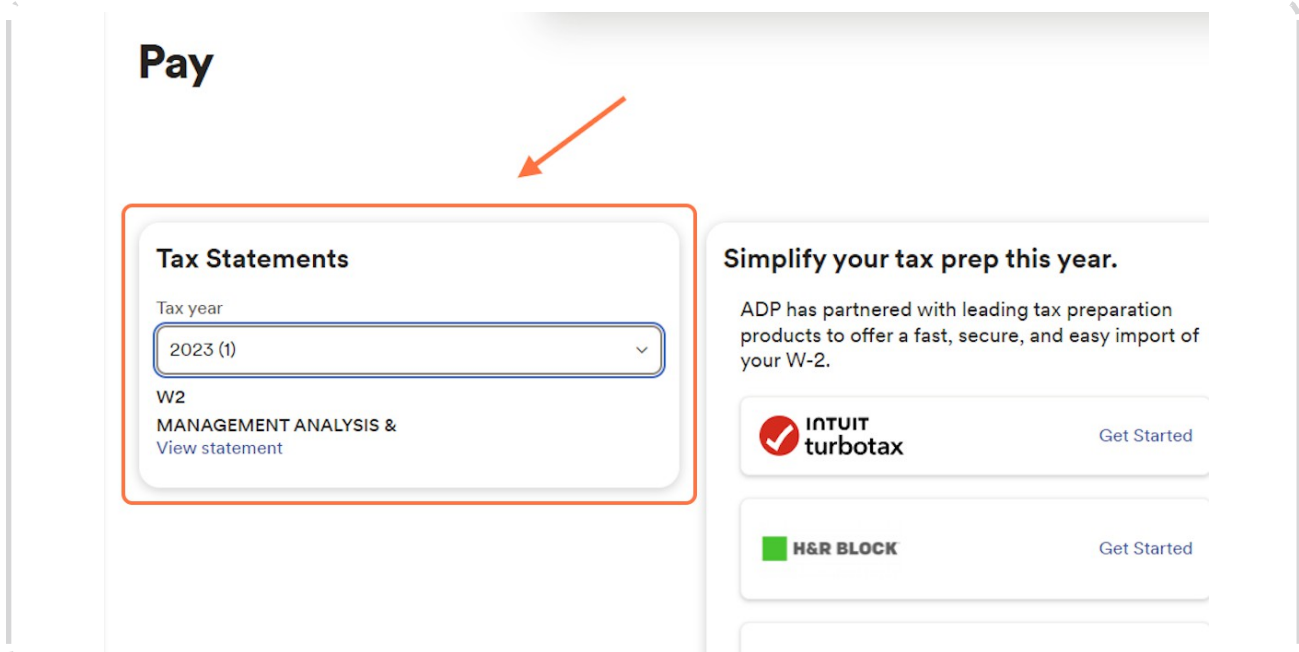
STEP 19

Type the password you created >ust moments ago and click on 'Sign in'



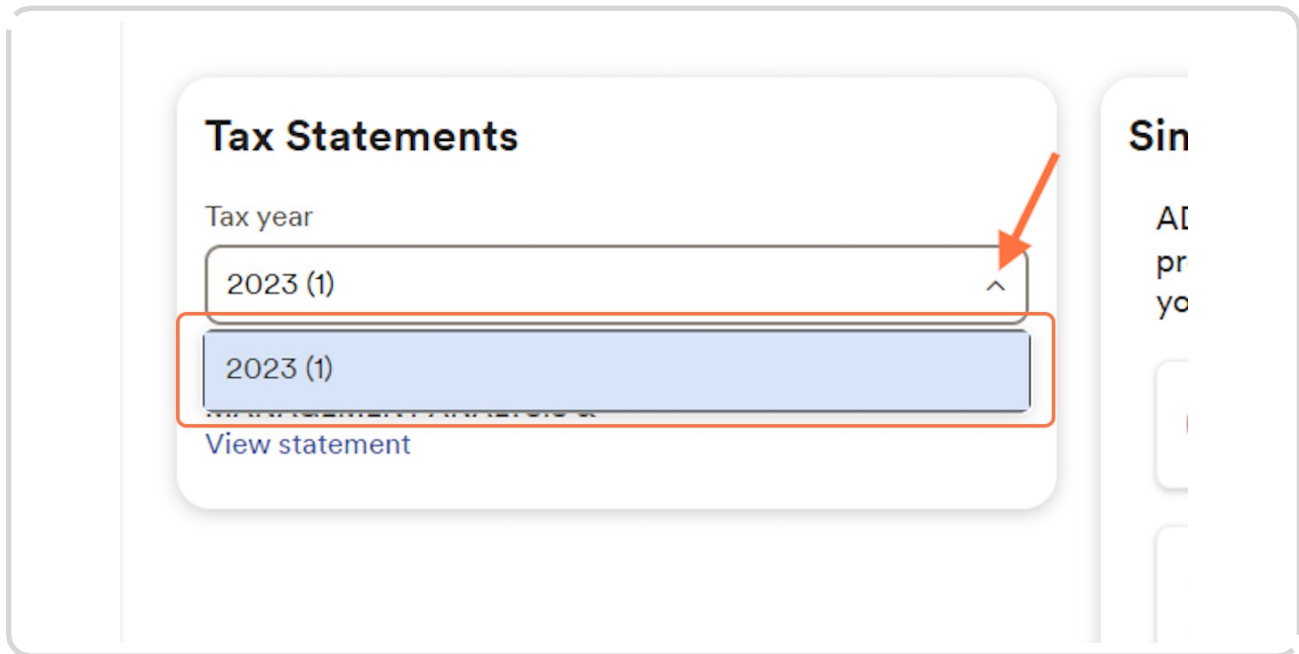
STEP 2q

Mnce you're in the jyADP portal, you will see a section for Ta0 Statements



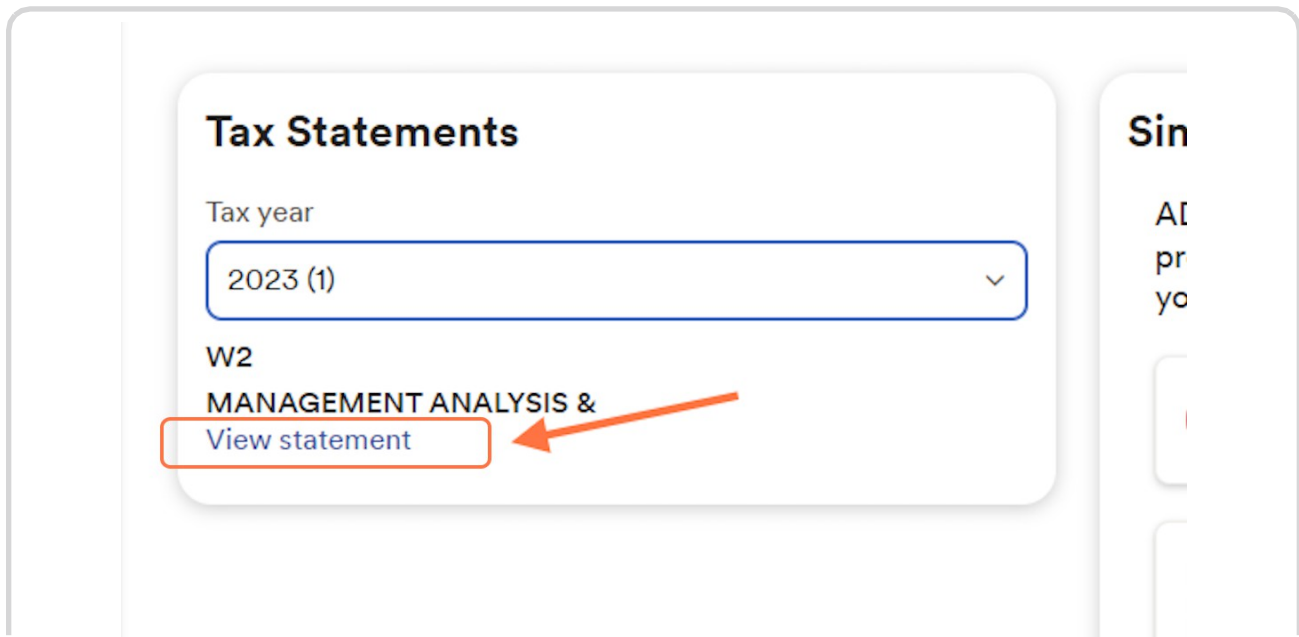
STEP 21

If the 2q23 Ta0 year hasn't automatically populated, click the drop down to select it from the list



STEP 22

Click on 'View Statement'



STEP 23

This will generate a pop up with your electronic W2 that you can either Print or Download

